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Office of Personnel Management

# **Recreation Aid and Assistant Series**

## **GS-0189**

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# **Recreation Aid and Assistant Series**

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## **SERIES DEFINITION**

This series includes positions requiring a practical knowledge of one or more recreational activities, such as military or urban community center activities, child care and youth center activities, senior citizens recreation activities, outdoor recreation activities, recreation craft centers and hobby shops, sports centers, music and theater centers, and general recreation activities for special populations such as students in the Bureau of Indian Affairs' boarding schools and inmates of Federal correctional institutions. This practical knowledge, combined with skill in the maintenance and use of recreation materials and equipment, is used in providing support and assistance to recreation specialists or recreation program managers by performing limited aspects of recreation work, and by working with participants in well-organized and carefully monitored recreation activities.

## **OCCUPATIONAL INFORMATION**

Individual assignments vary depending on the particular recreation activities or programs to which the aid or assistant is assigned. The following examples of work typical of positions in this series are not all-inclusive but are broadly representative of these types of positions. These single tasks occur in considerable variety in a single position and require at least a limited practical knowledge of the recreation activities which are involved. When some of these single tasks are full-time and do not require a practical knowledge of the recreation activities which are involved, they may be classifiable to other series.

The location of positions in this series also varies greatly from program to program, depending upon management's needs. Some recreation aids and assistants work on overall programs; others are assigned to a particular specialty area (e.g., outdoor activities or youth activities); others rotate as needed between two or more program specialty areas.

*Recreation aid* assignments are simpler, more repetitive, and more easily learned than assignments carried out by recreation assistants. The following are illustrative examples of these assignments:

- sets up recreation areas for scheduled activities;
- records attendance; takes reservations and payments for trips and tours; notifies participants of schedule changes;
- arranges for equipment or tools, charging them out to participants, and checking them for condition on their return;
- decorates community or neighborhood centers or recreation centers for special events, activities, or parties;

- strings tennis or volleyball nets, lines base lines and base paths, sets up batting cages, checks the established safety system of indoor and outdoor recreation facilities and areas, and maintains recreation areas, tools, and equipment;
- posts announcements of scheduled activities and answers inquiries about time, place, transportation, or other matters related to activities scheduled;
- takes inventory of authorized recreation supplies and equipment; and
- helps with group activities which require more than one staff monitor, performing specifically assigned tasks.

*Recreation assistants* carry out a variety of assignments that require a practical knowledge of the recreation activities or programs to which they are assigned. The following are illustrative examples of these assignments:

- Assists in a child care and/or youth activities program by:
  - guiding preschool children in planned play activities;
  - supervising assigned youth participants in indoor or outdoor games;
  - instructing charges in good manners, acceptable behavior, and desirable attitudes;
  - monitoring self-directed activities to assist then needed, as in the case of individual reading sessions or table games;
  - scheduling and conducting tours and field trips;
  - assisting scout troops in specific projects leading to the award of badges, such as, camping, sewing, collecting, or citizenship.
- Assists in military or urban community center activities, including arts and crafts centers and hobby shops, by:
  - carrying out recurring group activities, such as demonstrating and monitoring basic folk dancing;
  - demonstrating bridge, chess, or other table game techniques and rules;
  - assisting in the use of recreation tools, equipment, and materials;
  - preparing publicity materials for special activities, such as posters for festivals and exhibits, flyers announcing tournaments and tours, and schedules for social events;

- canvassing the participant community for talent and donations of equipment and supplies for amateur nights, cookouts, and holiday events;
  - monitoring self-directed activities, such as, photography sessions or bridge tournaments; and
  - assisting in tour and travel services by taking reservations, collecting payments, and distributing information.
- Assists in sports and/or outdoor activities programs by:
- testing water-skiing and boating equipment for safe operation;
  - demonstrating safety and conservation techniques for campsites, water sports area, firing ranges, and hunting areas;
  - demonstrating equipment and techniques of various outdoor activities such as camping, swimming, and boating;
  - setting up gymnasiums and playing fields for sports events, tournaments, and practice games when such assignments require a practical knowledge of the rules and procedures of such activities (i.e., are not simply manual labor assignments);
  - inspecting outdoor recreation and sports facilities and equipment for security and general conditions; and
  - scheduling campsites, cabins, boats, and other outdoor recreation equipment and areas for use, with responsibility for seeing that they are vacated or returned in good order.

## RELATIONSHIP OF THIS SERIES TO OTHER OCCUPATIONS

### *Recreation Aid And Assistant V. Recreation And Other Specialists*

In accordance with the series definition, recreation aids and assistants *support, assist, and perform limited* aspects of the work of recreation specialists and recreation program managers, with assignments characterized by use of *practical knowledges* plus *skill* with recreation equipment and materials.

Recreation, Specialists, GS-188, apply a general knowledge of the goals, principles, methods, and techniques of the broad field of recreation in evaluating recreation needs and in planning, organizing, advising on, and administering recreation activities and programs. Recreation specialists serve in key program areas (e.g., as a specialist in charge of a recreation specialty, or

manager of a major recreation facility) which are designed to promote the physical, creative, and social development of participants.

Specialists in particular recreation-related fields (e.g., in the [Art Specialist Series, GS-1056](#)) plan and carry out programs or activities requiring knowledge of the theories and techniques of the art form or field involved. For additional guidance on the relationship of recreation specialist positions to positions in other occupations, users should consult the classification standard for the [Recreation Specialist Series, GS-0188](#).

### *Recreation Aid And Assistant V. Trades And Labor Occupations*

In making General Schedule/Federal Wage System determinations, users should apply the criteria in the [Introduction to the Position Classification Standards](#), Section IV, Determining Coverage by the General Schedule or Federal Wage System. Some work situations require particularly careful analysis.

For example, positions that involve work as an instructor in an industrial art, a trade, or craft may be covered by this series, classified to a different series under the General Schedule, or excluded from coverage of the Classification Act depending upon the particular requirements of the individual recreation program. In accordance with the guidelines in Section IV (noted above), positions involving instructor work are excluded from the Classification Act when experience and knowledge of a trade, craft, or laboring occupation are the paramount requirement of their primary duty. For such excluded jobs, users should refer to the applicable criteria in the job grading standards for the [Federal Wage System](#). (See the criteria for training leader positions in the job grading standard for [Leader WL/NL](#).)

In contrast, there may be positions which, although involving instructional work such as personally providing instruction in specialized arts and handicrafts or in trades such as automobile repair and carpentry, have as their *paramount requirement* practical knowledge of one or more recreational activities and skill with recreation equipment and materials. These positions are classified in the GS-0189 series. Although the personal instruction in "blue-collar" trades work provided by these positions occasionally may extend beyond a general introduction to the work of the involved trade, the positions do not have as their paramount requirement experience in and knowledge of the trades involved.

There also may be positions which, although subject to the Classification Act, do not have as their paramount requirement knowledge of one or more recreational activities and skill with recreation equipment and materials. These positions, primarily involving work as an instructor in a vocational field or other subject, have as their paramount requirement a combination of practical knowledge of instruction methods and a practical knowledge of the subject being taught. For such positions, determined to be classifiable under the General Schedule but not covered by this series, users should refer to applicable criteria in classification standards for the [Education Group, GS-1700](#). (See especially the standard for the [Training Instruction Series, GS-1712](#).)

In other instances, General Schedule/Federal Wage System distinctions for positions involving trade, craft, custodial, maintenance, or other manual labor work may be more readily apparent. For example, positions which have as their paramount requirement the experience and knowledge required to perform (as the primary duty) work involving the operation, cleaning, and maintenance of swimming pools and swimming pool facilities are allocated to the appropriate wage grade series. By way of contrast, positions the primary purpose of which is the performance of lifeguard duties (with only incidental pool maintenance duties) *are* performing *limited* aspects of recreation work. Such positions are properly classified in the Recreation Aid and Assistant Series, GS-0189.

### *Recreation Aid And Assistant V. Clerical Positions*

Positions which provide clerical/administrative support for recreation programs require careful analysis prior to being placed in this series. As a general rule, positions involved essentially full-time in the performance of clerical duties which *do not* directly support and assist the recreation specialist, *and* which *do not* require a practical knowledge of the recreation activities involved, should be classified in the appropriate, specialized clerical series. In illustration of this general rule, positions performing clerical duties relating to the centralized accounting and budgeting of a recreation program's financial resources typically do not require that incumbents possess a practical knowledge of the recreation activities involved. Moreover, the primary purpose of such positions is to support the financial accounting program rather than the recreation program. In this instance, the positions involved should be classified in the appropriate series in the [Accounting and Budget Group, GS-0500](#).

Similarly, a number of administrative support positions involve predominantly full-time performance of clerical and/or typing work requiring such specialized clerical experience and/or typist training that these constitute the paramount qualification requirements for the positions. Such positions should be classified in the appropriate clerical series (e.g., [Clerk-Typist, GS-0322](#)), even though, in some cases, a degree of recreation aid or recreation assistant work may be involved such as posting activities announcements, answering inquiries regarding activities schedules, or ordering recreation supplies and equipment.

### *Recreation Aid And Assistant V. Other Aids, Assistants, or Technicians*

Care should be taken in individual instances to assure that this is the proper support series, since many kinds of activities and occupations may have recreation aspects which do not constitute the predominant occupational characteristics. Examples of such categories are the [Rehabilitation Therapy Assistant Series, GS-0636](#) and the [Library Technician Series, GS-1411](#).

## TITLES

Approved titles for nonsupervisory positions in this series are:

*Recreation Aid*, GS-1 through GS-3

*Recreation Assistant*, GS-4 and above

The term *Supervisory* should be prefixed to the title of those positions that meet the criteria of the [General Schedule Supervisory Guide](#). The term *Lead* should be prefixed to the title of those positions that meet the criteria of the [Work Leader Grade-Evaluation Guide](#).

## CLASSIFICATION CRITERIA

In determining the grade levels of positions in this series, classification guidance may be obtained by cross-series comparison with published classification standards of other series. For example, the classification standard for the [Rehabilitation Therapy Assistant Series, GS-0636](#), and the [Grade Evaluation Guide for Clerical and Assistance Work](#) may be useful.

## CLASSIFICATION OF SUPERVISORY POSITIONS

Supervisory positions in this series are classified by reference to the [General Schedule Supervisory Guide](#). Work Leader positions in this series are classified by reference to the [Work Leader Grade-Evaluation Guide](#).